



Make a difference
MAINE
State Government

Career Opportunity Bulletin

DEPUTY GAME WARDEN

6 POSITIONS - (ACTING) SEASONAL INTERMITTENT

CODE: 9510 **PAY GRADE:** 12 **PAY RATE:** \$14.92

Value of State's share of Employee's Retirement: 21.89% of pay - Value of State-paid Dental Insurance: \$13.13 biweekly - Value* of State-paid Health Insurance: Level 1: 100% State Contribution (employee pays nothing): \$375.40 biweekly - Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly - Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly - Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly



OPENING DATE: Dec 11, 2015

CLOSING DATE: Jan 22, 2016

GENERAL INFORMATION:

These positions are part time positions, from May 9, 2016 to the end of August, as a Deputy Game Warden assigned to specific bodies of water to enforce recreational boating rules and regulations. Two deputies will be stationed and housed in Naples, Maine at our Naples warden camp, one deputy will be stationed in the Belgrade Lakes area with no housing available, and two deputies will be stationed in the Forks area with possible housing in Greenville. It will be expected that these Deputy Game Wardens will work in state issued watercraft, patrolling specific bodies of water. The deputy's primary mission will include, educating the boating public, handing out department-sponsored literature, issuing warnings and summonses for boating violations.

JOB DESCRIPTION:

This is certified, uniformed, law enforcement work as a member of the Maine Warden Service, Department of Inland Fisheries & Wildlife, under the direct supervision of Warden Service Personnel, protecting inland fish and wildlife resources and the safety of the public. This deputy Game Warden's work includes:

- Patrolling an assigned lake or lakes. Patrolling is usually done alone in areas where there is a concentration of boats and boating activity. While on patrol, Deputy Wardens will inspect boats for compliance with recreational boating rules and regulations. Patrol may be conducted on foot or by truck, boat, or canoe.
- Issuing warnings and summonses, primarily on lakes, rivers and other bodies of water where recreational boating is occurring. In addition to enforcing recreational boating safety rules and regulations, Deputy Wardens are empowered to enforce fish and wildlife, recreation, and environmental laws under the direction of certain warden personnel.

To be a successful Deputy Maine Game Warden, an individual must possess knowledge of wildlife, hunting, fishing, trapping, and in this case boating specific operation; a strong desire to work in law enforcement; self initiative; and a willingness to work out-of-doors in adverse weather conditions, often times without assistance. In all cases, a Deputy Warden seeks to promote good public relations and compliance with all fish and wildlife regulations.

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MINIMUM REQUIREMENTS:

In order to qualify, you must:

- Have a high school diploma or equivalent;
- Be at least 21 years old by hire date -OR- 20 years old and have completed an Associate's Degree or 60 credit hours of post-secondary education prior to actual hire date.
- **Must provide proof of successfully passing the Maine Criminal Justice Academy's ALERT examination. This exam needs only to be passed once. The cost is \$50.00 starts at 8:00 am sharp and is usually the 1st and 3rd Wednesday of the month, with the Physical Fitness test immediately following. This needs to be done before your oral board at the beginning of February, so please call the academy to set it up @ 877-8000.**
- **Must successfully pass the Maine Criminal Justice Academy's Pre-Employment Physical Fitness Test, which will be given on January 6th or 20th, or have proof of a valid passing score within the past year, good thru February 1, 2016, or you will not move on with the oral boards the beginning of February. And the cost is \$35.00. If you have more questions on this, you may call Deb @ 877-8000.**
- Have or be able to obtain a valid Maine Class C motor vehicle operator's license;
- Be willing to locate for the summer to Naples at a state facility or to Belgrade lakes area with no state housing.

Important notes:

SUCCESSFUL APPLICANTS MUST BE AVAILABLE TO START EMPLOYMENT AND ATTEND THE 100 HOUR MAINE CRIMINAL JUSTICE ACADEMY'S TRAINING COURSE IN MAY (actual date TBD).

- You must attach within the application:
 - Proof of age (copy of birth certificate or driver's license);
 - A copy of your high school diploma or GED certificate;
 - **Answers to Supplemental Questions**
- If you are only age 20, you **must** attach within the application proof of your Associate's Degree or completed or near completed 60 credit hours of post-secondary education.
- **FAILURE TO PROVIDE ANY OF THESE MATERIALS WILL RESULT IN FAILURE OF THE MINIMUM REQUIREMENTS.**

TESTING AND EVALUATION PROCESS:

Because of the responsibilities and authority of a Deputy Game Warden, the selection process is extensive and thorough. The following outline summarizes the testing and screening process used to evaluate every applicant for Deputy Game Warden before a hiring decision is made. The Deputy Game Warden application process has changed from past recruitments and the following application and testing process involves multiple evaluation phases. You must successfully complete each phase in order to proceed to the next.

Current, full time, Maine State Law Enforcement officers, who are Basic Law Enforcement Training Program (BLETP) certified may be exempt from certain components of the application process.

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THE TESTING PROCESS IS AS FOLLOWS:

1. **ALERT EXAMINATION:** **You must take and pass the ALERT Exam.** This may be done by calling (207) 877-8000 (there is a \$50.00 fee for this test). This test is done at the Maine Criminal Justice Academy in Vassalboro, Maine. Test questions are multiple choice and fall within the categories of Writing Skills and Reading Comprehension.
2. **PHYSICAL FITNESS TEST:** **You must take and pass the Pre-Employment Physical Fitness Test. Or have proof of a valid passing score within the past year good thru Feb. 1, 2016.** This may be done by calling (207) 877-8000 (there is a \$35.00 fee for this test). This test is done at the Maine Criminal Justice Academy in Vassalboro, Maine. The Physical Fitness Test is a Pass/Fail test. It consists of three events: Timed Push-Up Test (on minute); Timed Sit-Up Test (one minute); and 1.5 Mile Run. Testing information and standards for successful completion of the Physical Fitness Test are available by accessing the Maine Criminal Justice Academy's website at www.maine.gov/dps/mcja (click "Forms", then Under Law Enforcement Basic Training, click "Physical Fitness Testing Protocol"). This information can also be obtained by calling the number listed above.
3. **APPLICATION PERIOD:** **(Dec 11, 2015 - Jan 22, 2016)** Applications will only be accepted during this period. Applications postmarked after this period will be denied.
4. **APPLICATION EVALUATION:** **(during the application period)** Applications are reviewed to ensure that each applicant meets the minimum requirements defined in this Bulletin. Applicants **MUST answer all Supplemental Questions** (see below) outlined in this posting and attach them to the Application. Any applicants who do not meet these requirements are disqualified from further consideration.

Supplemental Qualification Questions are at the end of this posting.

5. **ORAL BOARD TEST:** All applicants who meet the minimum requirements will be scheduled for the Oral Board Examination. No rescheduling or retesting will be allowed. The oral interview is administered by a board made up of three members of the Maine Warden Service. Candidates will be rated in the following categories: Commitment/Independence; Judgment/Logic; Communication Skills; Applied Knowledge; Decision Making/Decisiveness; and Tact and Diplomacy.

FINAL SCREENING PROCESS

After a conditional offer of employment is made, the Maine Warden Service will conduct an extensive background investigation concerning the applicant, including military service, education, motor vehicle record, criminal history record, financial record, work history, and references. A screening committee will review the results for information that would eliminate the candidate from further consideration.

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An applicant will automatically be eliminated if he/she:

1. Has committed any crime classified in Maine law as a Class A, Class B, or Class C crime (any felony);
2. Has been found guilty of any crime classified in Maine law as a Class D crime (a Class D crime is a misdemeanor with a maximum term of imprisonment of 364 days). A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision. Persons with questions regarding this provision should contact the Office of the Game Warden Colonel at 207-287-2766;
3. Has an extensive record of motor vehicle or fish and wildlife law violations;
4. Has convictions for Murder, Class A, B, C, or D crime, or convictions for any violation of the Maine Criminal Code, Chapters 15, 19, 25, or 45 or a conviction for any equivalent crime in another jurisdiction outside the State of Maine. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
5. Has engaged in any conduct that is penalized in this state as Murder, Class A, B, C, or D crime, or any provision of the Maine Criminal Code, Chapters 15, 19, 25, or 45; or engaged in such conduct in another jurisdiction outside the State of Maine, unless that conduct is not punishable as a crime under the laws of that jurisdiction. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
6. Has convictions for operating a motor vehicle under the influence of intoxicating liquor during the six year period prior to application to the Basic Law Enforcement Training Program, or have been adjudicated of committing the administrative offense of operating a vehicle under the age of 21 with a greater than a 0.00 blood alcohol content during the six year period prior to application to the Academy Basic Law Enforcement Training Program. A person may make application to the Maine Criminal Justice Academy (MCJA) Board of Trustees for a waiver of this provision;
7. Has been found guilty of conduct specified in subparagraphs 1, 2, 3, 4, 5, or 6 in another state of jurisdiction;
8. Has ingested or been injected with or used a hallucinogenic drug;
9. Has illegally sold scheduled drugs or drugs which require a prescription;
10. Has engaged in illegal drug use beyond what is considered as experimentation;
11. Is currently abusing drugs or alcohol;
12. Falsified, misrepresents, or omits any information when interviewed, during the background investigation, polygraph examination, or on the pre-polygraph questionnaire.

Upon completion of the background investigation, viable candidates will be scheduled for a polygraph examination. The results of the background investigation and polygraph examination will then be reviewed by a screening committee to determine if the candidate is eligible to continue. This determination will be reached by weighing all the information received.

Candidates successfully completing the background investigation and polygraph examination will be scheduled for an interview with the Colonel of the Maine Warden Service. Final selection will be based on the Colonel's interview along with the successful completion of a medical and psychological assessment followed by the swim test.

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SWIM TEST: (Test will only be given to final candidates, date to be announced) Deputy Game Wardens must be able to swim. You will be wearing a bathing suit which contains no floatation material such as closed-cell foam, etc., and given rubber boots (appropriately sized) to put on with no socks (ear plugs and goggles may be worn).

You will jump into the water and remove the boots. When a person makes an unplanned fall into the water, boots become saturated and serve as an anchor making it almost impossible to swim. Therefore, they need to be removed.

You will then tread water in the vertical position for 15 minutes with your head out of the water. Game Wardens spend a good portion of time in boats; it is possible you may capsize some distance from shore. The ability to tread water may allow you to survive long enough to be rescued.

You will then swim 100 yards using any stroke without stopping. The monitor will require you to tag each end of the pool as you reach it. **At no time after entering the water may you hang on to the side or touch the bottom of the pool.**

All three parts of the swimming requirement must be completed within 25 minutes.

New Deputy Game Wardens are required to attend and successfully complete the Maine Criminal Justice Academy 100-hour Basic Law Enforcement Training course.

NOTE TO CURRENTLY CERTIFIED LAW ENFORCEMENT OFFICERS:

Candidates selected for initial appointment may be exempted from attending the MCJA'S basic course at the discretion of the Colonel of the Maine Warden Service if they:

1. are certified, full-time law enforcement officers in Maine (or are able to obtain a waiver of basic law enforcement training from the Maine Criminal Justice Academy (MCJA) Board of Trustees), **and**
2. Have attained the 50th percentile on each component of the MCJA Pre-Employment Physical Fitness Test.

All other selected applicants will be required to attend and successfully complete this course of instruction - Current, full time, Maine State Law Enforcement officers, who are Basic Law Enforcement Training Program (BLETP) certified may be exempt from certain components of the application process.

NOTE: Each component of the Deputy Game Warden examination process must be completed successfully. Failure to successfully complete a component (or portion of a component) will result in disqualification from further consideration.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

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APPLICATION INFORMATION:

Please include a completed state of Maine application (Direct Hire Application forms can be obtained by accessing the State's website at

<http://www.maine.gov/nrsc/jobs/application.shtml>)

The completed application package shall include:

- the direct hire application completely filled out
- a one-page resume of your qualifications
- a one-page cover letter explaining why you are interested in this position
- proof of successful completion of both the ALERT and PFT from MCJA
- Supplemental Qualification questions, copy of drivers license, licensing/registration/certification (if applicable), and copies of birth certificate and post-secondary transcripts, etc. must be sent to:

Maine Warden Service
DEPUTY GAME WARDEN APPLICATION
358 SHAKER ROAD
GRAY, MAINE 04039
TELEPHONE: Michelle @ (207) 657-2345 x3

Applications must be postmarked by 5:00 pm, Jan 22, 2016!!

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

PLEASE KEEP A COPY OF YOUR APPLICATION MATERIALS. WE ARE UNABLE TO PROVIDE COPIES OF SUBMITTED MATERIALS.

Supplemental Qualification Questions are at the end of this posting.

Maine State Government is an Equal Opportunity/Affirmative Action Employer

SUPPLEMENTAL QUALIFICATIONS FORM must be answered and attached to the Direct Hire Application.

The Supplemental Questions are on the next page.

SUPPLEMENTAL QUALIFICATIONS FORM FOR DEPUTY GAME WARDEN HIRING PROCESS

These must ALL be answered and submitted with your Direct Hire Application material.

Next to each listed Ability/Experience please check only one box that describes your skill level.

- **NO EXPERIENCE** = no experience
- **EDUCATION** = completed coursework or classes in this area
- **NOVICE** = some training and experience but would need basic level training to become proficient
- **COMPETENT/EXPERIENCED** = Skilled in this area and fully capable applying this skill in the work place
- **EXPERT** = In-depth knowledge that is used weekly as appropriate. Capable of acting as technical resource to other staff.

SKILL LEVELS (check only one box for each Ability/Experience)

ABILITY / EXPERIENCE	NO EXPERIENCE	EDUCATION	NOVICE	COMPETENT/ EXPERIENCED	EXPERT
Experience in law enforcement					
Experience hunting					
Experience trapping					
Experience with fresh water fishing					
Ability to communicate effectively orally and in writing					
Experience using various types of firearms					
Experience operating motorized watercraft					
Experience in paddle boat sports					
Experience operating snowmobiles					
Experience in operating ATV's					
Experience in over land navigation					
Computer Experience					

Applicants name _____ Date _____